

*****AMENDMENT #1*****

Changes have been made to the RFP as originally issued: Please note the following changes:

SCHEDULE OF EVENTS

The following RFP Schedule of Events represents the Department's best estimate of the schedule that will be followed. Unless otherwise specified, the time of day for the following events shall be between 9:00 a.m. and 12:00 p.m., Central Time. The Department reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the Schedule of Events shall be posted on the Department's website at www.dhr.alabama.gov as detailed in Section 1.5.3 of this RFP. Vendors should refer to the website periodically for changes to the RFP.

EVENT	DATE
RFP Issue Date	April 11, 2019
Deadline for Receipt of Written Questions.....	April 25, 2019
Deadline for Posting of Written Responses to Questions	May 02, 2019
Proposal Due Date.....	June 13, 2019
Evaluation of Proposals and Selection of Vendors	June 25-28, 2019
Evaluation of Proposals and Selection of Vendors	June 18-21, 2019
Intended Date for Notice of Intent to Award a Contract	July 12, 2019
Intended Date for Notice of Intent to Award a Contract	July 19, 2019

Changes were made to the RFP as written for Background Checks, please note the changes below:

4.2.5.1.6 Background Checks

~~Describe in detail the steps the vendor will take to ensure that no employee, regardless of their position, has been the subject of any incident or investigation which would call into question the propriety of that employee's working with the population indicated in this document and for this project. Describe your organization's general procedure for addressing occurrences when an incident or allegation is reported, founded or unfounded.~~

Should be:

4.2.5.1.6 Background Checks

Describe in detail the steps the vendor will take to ensure that no employee, regardless of their position, has been the subject of any incident or investigation which would call into question the propriety of that employee's working with the population indicated in this document and for this project. Provide documentation that each employee has had an Alabama Bureau of Investigation (ABI) and a Federal Bureau of Investigation (FBI) criminal background check. Describe your organization's general procedure for addressing occurrences when an incident or allegation is reported, founded or unfounded.

Changes were made to the RFP as written for Section 4.25.3.1. Service Delivery Approach:

4.2.5.3.1 Service Delivery Approach

Vendors must provide a detailed description of the work plan and an outline of the entire curriculum. Vendor should include the methods to be used that will convincingly demonstrate to the Department what the vendor intends to do, the timeframes necessary to accomplish the work, and how the work will be accomplished.

~~Vendors must identify the counties/regions to be served by the proposed project. All services as specified in Section 3: Scope of Project must be addressed in the Service Delivery Approach.~~

Should read:

4.2.5.3.1 Service Delivery Approach

Vendors must provide a detailed description of the work plan and an outline of the entire curriculum. Vendor should include the methods to be used that will convincingly demonstrate to the Department what the vendor intends to do, the timeframes necessary to accomplish the work, and how the work will be accomplished. *All services as specified in Section 3: Scope of Project must be addressed in the Service Delivery Approach.*

The following sections have been added to the RFP: Sections 4.2.5.3.3, 4.2.5.3.4. Please review the additions below:

4.2.5.3.3 Pre-Assessment and Intake

Vendor should provide a flow chart demonstrating the youth's entry as well as the youth's successful discharge from the program. Vendor should also provide the Department with a list of infractions and penalties that a youth may encounter through the progression of the program. **Vendor should provide a detailed timeline of daily activities for a week from the time the youth awakens to bedtime.**

4.2.5.3.4 Referral / Admission Policy

Vendors must describe the population of children that will be accepted/ referred into the proposed program; include, age, sex and type(s) of behavior. At a minimum, the children accepted/ or referred into the proposed program must resemble the children described in section 3.0 of this document. Vendors must include a copy of their policies and procedures for admission and intake including criteria for referrals and acceptance into the program.

4.2.5.3.5 Children/Youth to be Served and Number of Slots Proposed

Vendors must identify the gender and age of the population to be served. In addition, vendors must also specify the number of slots (not units of service) they propose to serve. Also include license capacity per proposed site, per gender. Vendors who propose to provide this service at multiple sites or buildings must specify such and include staff and budgets for each site/building.

4.2.5.3.6 Discharge Policy

Vendors must describe the process and criteria for reunification planning with children/families and coordination with the ISP Team; as well as pre-discharge and aftercare planning requirements. State the program's policy on discharge prior to program completion, including emergency discharges. Vendors must

Transitional Living/Independent Living Services

state the program's policy concerning re-admission of children. Provide an example of the program's process for moving children through the goals and objectives outlined in an ISP, to include provisions of "step down" to a less restrictive placement.

4.2.5.3.7 *Natural Disaster Evacuation/Pandemic Plans*

Vendors must include a detailed description of their evacuation plan in case of natural disasters. Plans must clearly state where children will be relocated to if evacuation is necessary. The Department must be aware of the location of the children in its custody at all times. In addition, vendors must include a detailed description of their pandemic plans as they relate to program staff and children being served. Staffing/child ratios must be maintained at all times. All plans must be approved by State DHR.

Changes were made in numbering to the sections below:

~~4.2.5.3.3~~ to 4.2.5.3.8 *Assessment of Benefits and Impact*

Describe the process that will be used to assess the youth's proposed services to determine if the expected benefits and their impact have occurred. Include on-going plans to continuously assess and modify services to better meet the needs of the target population. The assessment methodology should provide the Department with meaningful indicators that funded projects are making satisfactory progress toward desired goals.

~~4.2.5.3.4~~ to 4.2.5.3.9 *Office Location*

Vendors must provide the physical address where records will be maintained and services will be performed under a contract with the Department in the event the vendor is selected.

4.2.3.5.10 *Reject /Closure Policy*

Vendor must describe in their proposal the criteria for rejections and closures within their program.

4.2.3.5.11 *Outcomes*

Vendors must describe outcomes related to safety, permanency and well-being. Vendors will be measured based on the percentage of the children stabilized and stepping down to a less restrictive placement and on the percentage of the children served annually that maintain or increase their level of functioning as measured by the Global Assessment of Functioning Scale (GAF) or the Modified Global Assessment of Functioning Scale (MGAF).

The following sections have been added to the RFP: Sections 3.6 & 3.7 after Responsibilities of the Department. Please review the changes below:

3.6 REJECT/CLOSURE POLICY

Each proposal must define how the program will meet the following criteria for rejections and **closures within** the program. (Just a statement that they will not occur will not suffice for explanation of how these requirements will be met.)

- **Rejections:** A Vendor will be able to reject no more than 10% of the referrals **appropriate for TLP-ILP Programs (as determined by DHR)** in any **program** year, except when it can be documented that there are no available slots.
- **Closures:** A Vendor will be allowed to **request case closure if it can be demonstrated that the child is not benefitting from the program's treatment milieu**. Any immediate closures by the program must either be an ISP team decision or approved by SDHR. **An unusually high closure**

rate (more than 5%) for other than successful closure, will result in discussion about the continued viability of the contract agreement.

3.7 OUTCOMES

It is expected that all outcomes will be directly related to safety, permanency and well-being. General outcomes that will be measured by all Vendors are:

- The percentage of the children stabilized and stepping down to a less restrictive placement within nine (9) months of program entry.
- The percentage of the children served annually that maintain or increase their level of functioning as measured by the Global Assessment of Functioning Scale (GAF) or the Modified Global Assessment of Functioning Scale (MGAF) (75% or better, is the expectation).

Other possible outcomes that could enhance the Vendor's response to this section would include outcomes addressing:

Safety and risk reduction

Permanency/stability of living situation

Supportive and healthy peer relationships

Education and life-skill status

Outcome measures of child well-being

Proposals must indicate what remedial measures a program will take if these outcomes are not attained, as well as how the program will ensure that successes in placements will improve above this threshold, once the program has become operational. Vendors accomplishing a higher rate of stabilization may receive additional slots, if needed; and Vendors not meeting this threshold may receive a reduction in the contracted slots that they may provide.